

**BY ORDER OF THE  
DIRECTOR AIR FORCE PUBLIC  
AFFAIRS AGENCY**

**AIR FORCE PUBLIC AFFAIRS AGENCY  
INSTRUCTION 36-2801**

**27 JULY 2015**

***Personnel***

**AWARDS PROGRAM**



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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*. This instruction establishes policies and procedures for nomination and selection of outstanding military and civilian personnel of the Air Force Public Affairs Agency. This instruction applies to military and civilian employees assigned and attached to Air Force Public Affairs Agency (AFPAA) Headquarters, Operating Location-H, 1st Combat Camera Squadron and the 3rd Combat Camera Squadron. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the Office of Primary Responsibility listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in IAW Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

**1. Overview.** The success or failure of any recognition program depends on the enthusiasm and personal support provided by senior leaders, commanders and supervisors. The prestige and

honor associated with an individual's selection are major contributing factors to this success. Providing or withholding deserved recognition may greatly influence a person in deciding whether to accept an additional service commitment. With high levels of competition and resultant quality selections, this program can be an effective tool for enhancing unit morale and improving long-term retention of needed Airmen--officers, junior enlisted, noncommissioned officers (NCOs), senior NCOs and civilians.

1.1. This instruction provides guidance to all personnel operationally assigned or attached to offices within the AFPAA on the quarterly and annual awards programs to recognize the outstanding efforts and contributions of AFPAA personnel. All personnel under the operational control of AFPAA are eligible for recognition under the AFPAA awards program.

1.2. The overall AFPAA winners in each category will be selected from nominations submitted from Headquarters (HQ) AFPAA, OL-H AFPAA, 1st Combat Camera Squadron and the 3rd Combat Camera Squadron. Just as HQ AFPAA conducts a local recognition program for the selection of nominations to the overall AFPAA awards program, subordinate units may create a local program to suit their needs. Negative replies are required. The authorized number of submissions by units are as follows:

1.2.1. AFPAA Headquarters may submit one nomination in each category.

1.2.2. Operating Location-H, AFPAA may submit one nomination in each category.

1.2.3. The 1st Combat Camera Squadron may submit one nomination in each category.

1.2.4. The 3rd Combat Camera Squadron may submit one nomination in each category.

## **2. Responsibilities.**

2.1. The Director (AFPAA/CL) is the office of primary responsibility for the quarterly and annual awards program delegated to the AFPAA First Sergeant (AFPAA/CCF).

2.2. AFPAA units (see 1.2. above) may submit one individual for each category using the most current version of AF Form 1206, *Nomination for Award*, directly to the AFPAA board chairperson. The board chairperson will be identified quarterly and annually by the AFPAA/CCF.

2.2.1. Quarterly and annual award nomination packages will include an electronic copy of the current version of AF Form 1206 and the member's current fitness score sheet.

2.2.2. Quarterly and annual civilian employee award nomination packages will include an electronic copy of the current version of AF Form 1206 and an AF IMT 1768, *Staff Summary Sheet*, to justify a Time-Off Award (TOA) for use in the event the civilian employee is selected as a quarterly or annual award winner.

2.2.3. Military nominees must meet dress and appearance standards per AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

2.3. HQ AFPAA leadership, squadron commanders, and/or first sergeants (including additional duty first sergeants) conduct quality force reviews on all nominees, i.e., unfavorable information files, control rosters, dress and appearance, and fitness standards.

2.4. A selection board identified in advance of each award competition determines the winner of each award by category. The intent is to have representation from each squadron and AFPAA headquarters on each selection panel.

2.4.1. Enlisted and Category I Civilian. A panel of three voting members will comprise the Enlisted and Category I Civilian quarterly and annual selection boards. Additionally, one individual from within AFPAA (headquarters or squadrons) will serve as a non-voting board president on a rotational basis. Board members and the board president must be of higher grade than the nominees. Category II civilians may serve as board members and/or as board president. In the event of a tie, the board president will cast a tiebreaking vote.

2.4.2. Company Grade Officer and Category II Civilian. A panel of three Field Grade Officers (typically the AFPAA deputy director and/or squadron commanders) or civilian equivalents will serve on the Company Grade Officer and Category II Civilian quarterly and annual selection boards. Additionally, one Field Grade Officer from within AFPAA (deputy director or a squadron commander) will serve as a non-voting board president on a rotational basis. In the event of a tie, the board president will cast a tiebreaking vote.

2.4.2.1. In the event three voting AFPAA Field Grade Officers or senior civilian employees are not available to serve as panel members, the director or deputy director will choose an acceptable replacement panelist.

2.4.3. Spouse. A panel of three voting members will comprise the Spouse quarterly and annual selection boards. Additionally, one individual from within AFPAA (headquarters or squadrons) will serve as a non-voting board president on a rotational basis. Board members can be Staff Sergeant or above and cannot be the spouse of a nominated spouse. In the event of a tie, the board president will cast a tiebreaking vote.

### **3. Eligibility.**

3.1. Military nominees must have a current passing Fitness Assessment score or be exempt from testing to be eligible to compete. Additionally, military nominees are not eligible to compete if they have an active Unfavorable Information File, were on a Control Roster, or did not meet quality force indicators (i.e., received Letter or Admonishment/Reprimand or did not have a current passing Fitness Assessment score) during any portion of the recognition period. The AFPAA Director may approve exceptions on a case-by-case basis.

3.1.1. Individuals who are permanently assigned to AFPAA but are currently deployed or were deployed during the award period are eligible to compete as long as they meet eligibility requirements listed in paragraph 3.1.

3.2. Individuals will compete in the grade they held for the majority of the award period. Grade criteria are as follows:

3.2.1. Company Grade Officer (Second Lieutenant through Captain).

3.2.2. Senior NCOs (Master Sergeant and Senior Master Sergeant).

3.2.3. NCO (Staff Sergeant and Technical Sergeant).

3.2.4. Airman (Airman Basic through Senior Airman).

3.2.5. Category II Civilian (GS-9 to GS-13).

3.2.6. Category I Civilian (GS-8 and below).

3.2.7. Spouse. This category recognizes a spouse of an AFPAA employee that provides support to the community and organization.

#### **4. Nomination Procedures.**

##### **4.1. Quarterly Awards.**

4.1.1. Quarterly nominees must have been assigned to their respective unit for at least half the quarter nominated. Nominate individuals in the category of competition that corresponds to the grade held for the majority of the award period.

4.1.2. Periods Covered. Awards will recognize accomplishments during each quarter of the calendar year: January-March, April-June, July-September, and October-December.

4.1.3. Nomination packages for the AFPAA-wide quarterly awards competition for are due to the board chairperson no later than the 7th day of the following month of the quarter (e.g. April 7, July 7, October 7 and January 7). If the 7th falls on a weekend or holiday, nominations are due on the next duty day after the 7th (unless otherwise directed).

4.1.3.1. Nominations for AFPAA headquarters are due by the last day of the quarter (e.g. March 31, June 30, September 30 and December 31). Winners at this level will be designated AFPAA HQ Staff winners and will move on to the AFPAA-wide quarterly awards competition. OL-H AFPAA and the squadrons will determine their own suspense date to meet the AFPAA-wide quarterly awards competition suspense date.

4.1.3.1.1. For AFPAA HQ Staff level quarterly awards, each headquarters staff directorate may nominate one individual per award category. Exceptions to this will be determined on a case-by-case basis by the AFPAA Senior Enlisted Leader.

4.1.4. For the quarterly awards, the AF IMT 1206 will be limited to 10 single-spaced lines (not including the three headings). Use headings identified in paragraph 4.2.7. for the respective categories. Uncommon acronyms should be spelled out on the reverse of the AF IMT 1206.

4.1.4.1. Spouse awards are limited to 6 lines (not including heading). Use the heading identified in paragraph 4.3.4.

4.1.5. Use bullet statements under each major heading. Sub-bullets or wrap around bullets are not allowed. Consider whole person attributes as a factor. The 10 lines will be distributed in the following order:

4.1.5.1. Six lines for the Leadership and Job Performance in Primary Duty heading.

4.1.5.2. Two lines for the Significant Self-Improvement heading.

4.1.5.3. Two lines for the Base or Community Involvement heading.

4.1.6. Scoring for Quarterly awards for military and civilian employee categories. The following categories will be scored using the nominee's AF IMT 1206:

4.1.6.1. Leadership and Job Performance in Primary Duty: 0 - 60 points.

- 4.1.6.2. Significant Self-Improvement: 0 - 20 points.
- 4.1.6.3. Base or Community Involvement: 0 - 20 points.
- 4.1.7. Scoring for the spouse category. Spouse award nominees may earn a maximum of 50 points based upon Impact on the Community and Organization as noted in paragraph 4.3.4.
- 4.1.8. Failure to comply with submission requirements may result in disqualification.
- 4.2. Annual Awards.
  - 4.2.1. An annual award nominee does not have to be a quarterly award winner. Annual nominees must have been assigned to one or more AFPAA units (e.g., HQ, squadron, operating location) for at least half the year nominated.
  - 4.2.2. Nominate individuals in the category of competition that corresponds to the grade held for the majority of the award period unless otherwise stated.
  - 4.2.3. Periods Covered. Awards will recognize accomplishments that occurred during the calendar year of submission.
  - 4.2.4. Nomination packages for AFPAA-wide annual awards competition are due to the board chairperson no later than the 14th of January. If the 14th falls on a weekend or holiday, nominations are due on the next duty day after the 14th (unless otherwise directed).
    - 4.2.4.1. Nominations for HQ AFPAA are due by the 7th day of January (unless otherwise directed). Winners at this level will be designated HQ AFPAA Staff winners and will move on to the AFPAA-wide annual awards competition. OL-H AFPAA and the squadrons will determine their own suspense date to meet the AFPAA-wide annual awards competition suspense date.
      - 4.2.4.1.1. For HQ AFPAA Staff level annual awards, each headquarters staff directorate may nominate one individual per award category. Exceptions to this will be determined on a case-by-case basis by the AFPAA Senior Enlisted Leader.
  - 4.2.5. For the annual awards, the AF IMT 1206 is required along with the member's current fitness score sheet. Use headings identified in paragraph 4.2.7. for the respective categories. The AF IMT 1206 will be limited to 27 single-spaced lines (not including the three headings). Uncommon acronyms should be spelled out on the reverse of the AF IMT 1206.
  - 4.2.6. Annual Spouse awards are limited to 10 lines (not including heading). Spouse award nominees may earn a maximum of 50 points based upon Impact on the Community and Organization as noted in paragraph 4.3.4.
  - 4.2.7. Use bullet statements under each major heading. Sub-bullets or wrap around bullets are not allowed. Consider whole person attributes as a factor. The 27 lines will be distributed under the headings:
    - 4.2.7.1. Leadership and Job Performance in Primary Duty.
    - 4.2.7.2. Significant Self-Improvement.

4.2.7.3. Base or Community Involvement.

4.2.8. Scoring for Annual awards for military categories. The following categories will be scored using each nominee's AF IMT 1206:

4.2.8.1. Leadership and Job Performance in Primary Duty: 0 - 60 points.

4.2.8.2. Significant Self-Improvement: 0 - 20 points.

4.2.8.3. Base or Community Involvement: 0- 20 points.

4.2.9. Failure to comply with submission requirements may result in disqualification.

4.2.10. AFPAA annual award military winners will be submitted to SAF/PA for consideration in the 12 Outstanding Airmen of the Year program through Air Force District of Washington. Additional items, such as bio, records review RIPS, 8x10 photo, etc., will be required prior to SAF/PA submissions. Specific guidance will be provided once established by HQ AFPC/DPSIDR.

4.3. Headings for military, civilian and spouse awards.

4.3.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the individual performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the person that positively impacted the unit and/or the mission. Include results of Air Force, major command, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, and so forth.

4.3.2. Significant Self-Improvement. Show how the individual developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the person's value as a military citizen.

4.3.3. Base or Community Involvement. Define the scope and impact of the person's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

4.3.4. Heading for spouse's award is Impact on the Community and Organization. Define the scope and impact of the person's accomplishment. Include leadership, membership, or participation and any activity that significantly enhanced the organization and/or community.

## **5. Selection Process.**

5.1. A formally constituted board, consisting of Airmen described in paragraphs 2.4.1 – 2.4.2.1 will evaluate all nomination packages.

5.2. The AFPAA/CCF will designate a non-voting chairperson.

5.3. The board chairperson will:

5.3.1. Enlist board members and presidents from across the agency based on criteria in paragraphs 2.4.1 – 2.4.2.1. The AFPAA Senior Enlisted Leader will assist in identifying board presidents. As a general guideline, board president duties will rotate among OL-H AFPAA, squadrons and HQ AFPAA.

5.3.2. Set an overall suspense date.

5.3.3. Distribute nomination packages and merit rank order score sheets to board members and board presidents. Board members will submit their results to the board president and the board chairperson.

5.3.4. Ensure board members and presidents are briefed, “All board results are not releasable until approved and released by the AFPAA Director.”

5.3.5. Collect nominee merit rank order score sheets from board presidents.

5.3.6. The chairperson will verify all scoring.

5.4. Board presidents will:

5.4.1. Convene the appropriate board(s) and set a suspense date.

5.4.2. Ensure each board member accurately scores each package electronically and returns completed score sheet by the suspense date.

5.4.3. Compile merit rank order scores from all board members' score sheets. Document that number on the Master Score Sheet and add up all nominees' merit order standings.

5.4.4. The candidate with the overall **lowest** merit score will be declared the recommended winner for that category.

5.4.4.1. In the event of a tie, the board president will be the tie breaker.

5.4.5. Resolve any concerns between board members' rankings before turning in completed board results to the board chairperson.

5.4.6. Provide the completed merit rank order sheet(s) and each board member's score sheet electronically to the designated chairperson by the established suspense date for verification of scoring.

5.5. Selection board members will:

5.5.1. Adhere to this instruction.

5.5.2. Be unbiased in their evaluations.

5.5.3. Review nomination packages and score the narrative section of the AF IMT 1206.

5.5.4. Return completed score sheets electronically to the board president by the established suspense date.

#### 5.6. Scoring process.

5.6.1. Each board member will verify the approved award categories and maximum number of lines per category are included on the narrative section of the nominee's AF IMT 1206.

5.6.2. Each board member will score the narrative packages using category scoring totals listed on the score sheets. See paragraph 4.1.6. and 4.2.9 for score ranges per category.

5.6.3. Each board member will "rack-and-stack" the candidate's standing in merit rank order. Individual board members will document their merit rank order on the score worksheet in the "merit rank order" block.

### 6. Quarterly and Annual Award Winners.

6.1. Military quarterly award winners will receive a memento and a 1-day pass in recognition of their achievement. Civilian quarterly award winners will receive a memento and a 1-day (8 hour) TOA IAW guidance outlined in AFI 36-1004, *The Air Force Recognition Performance Program* (to include TOA limits). Spouse award winners will receive a memento from the agency.

6.2. Military annual award winners will receive a memento and a 3-day pass in recognition of their achievement. Civilian annual award winners will receive a memento and a 3-day (24 hour) TOA IAW guidance outlined in AFI 36-1004 (to include TOA limits). Spouse award winners will receive a memento from the agency.

LARRY D. CLAVETTE, GS-15, DAF  
Director, Air Force Public Affairs Agency



**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 36-28, *Awards and Decorations Programs*, 9 May 2014

AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

AF IMT 1768, *Staff Summary Sheet*

***Acronyms and Abbreviations***

**AFPAA**—Air Force Public Affairs Agency

**HQ**—Headquarters

**IAW**—In Accordance With

**NCO**—Noncommissioned Officer

**TOA**—Time-Off Award